

**Montana Shared Catalog**  
**Executive Board Meeting Minutes February 4th, 2015, 1:00-2:30PM**  
**MSC Executive Board Teleconference**

**MSC Exec meeting for February 4<sup>th</sup>, 2015**

**Honore Bray called the meeting to order at 1:00 p.m.**

**Executive Board members present:**

Jack Albrecht, Dale Alger, Diane Anderson, Honore Bray, Sara Groves, Holly Harper, Debbi Kramer, Lisa Mecklenberg-Jackson, Sinda Purver, and Sonja Woods were in attendance.

**MSL Staff present for the meeting:**

Ken Adams, Jessie Goodwin, Jemma Hazen, Amy Marchwick, and Sarah McHugh.

**Guest:**

Katy Callon – public.

**Minute taker:**

Sinda Purver volunteered to take notes (now what was that girl thinking?!!)

**Marketing – Sara Groves:**

MSL Marketing Coordinator Sara Groves commented that Holly Harper's notes from visiting with Colet Bartow, OPI Library Media Specialist, was good timing for this discussion on Marketing. The Montana Shared Catalog falls under the LSTA funding, and at one time there had been a Marketing Committee. Ken stated that the marketing committee had dissolved. Sara suggested we needed to create another marketing committee – have it active and define who we want to contact and what the budget would be - work with the committee with clear broad view goals. Ken said there is \$3,838.00 in the budget for a marketing committee. Honore asked who would like to be on the committee and Lisa and Sonja volunteered to be on it. A discussion followed and it was decided we should wait until the membership meeting to solicit more people for this committee.

**Initial rough draft of the MSC Strategic Plan- Ken and Sarah McHugh:**

*The MSC Strategic plan members have worked diligently and with the guidance of Sarah and Ken the group made general long term statements on the most current draft. The deliverables were left as bullets at the end of the strategic plan for a future work plan. It was suggested to have the membership vote and approve of the strategic plan first, then have a discussion on forming an annual work plan for the MSC and asking for volunteers from the membership. The focus of an annual work plan should be on outreach to help grow the membership and governance issues as the MSC grows, being very careful in the wording.*

Sarah envisions an annual conversation with the MSC membership to assist MSL in determining the focus of the staff workload. These kinds of deliverables would be incorporated into the State Library's Statewide Library Resources annual work plan and individual MSL staff work plans, rather than within an MSC membership work plan. A work plan committee established in late May or early June would have time to draft a membership oriented work plan for FY2016. This would be the same time that Sarah's division is creating its annual work plan and Sarah is working with individual staff on their own work plans. Some of the items Sarah sees as very suited to a membership work plan are outreach to interested libraries, creating partnerships regionally, governance in the future, and identifying additional funding sources.

The timeline for the draft plan was shared with the Board. Ken shared a suggested timeline with the board, and Sarah asked that the NAC March meeting and the June Commission meetings be added to the timeline because the NAC and the Commission need to be a part of this process.

Jessie provided the statements used in the training section of the plan and having her involved in the discussion has helped her better understand the training goals for the MSC.

Holly suggested having a document started of the annual work plan to take to the membership – as it might help get the ball rolling.

Sarah thought the turnaround should be for 2016. Outreach is top on the agenda. Lisa to send Mary Kay information what was discussed to on the Strategic Plan.

#### **Exec nominations and voting:**

Dale Alger represents the Small Public Libraries and Honore Bray represents the Large Public Libraries, and their term is up. Honore will send out an email this week seeking nominations from the membership – information should be back by the end of March, and the bios need to be posted by April 17.

#### **Spring Meeting location and schedule – Ken:**

The arrangements for the Spring Members Meeting have been made with the Helena Red-Lion Colonial Hotel the dates will be May 7<sup>th</sup> and 8<sup>th</sup>.

We all decided that the Executive Board will meet on May 7<sup>th</sup> at 9:30. MSC staff will consider the suggestions and come up with training topics and schedules for the meeting.

#### **School Libraries – Holly:**

Holly visited with Colet Bartow, the OPI Library Media Specialist, who also sits on the Commission and is the Chair of the Networking Advisory committee and....

- She (Colet) sees no reason why other boundaries than traditional districts cannot submit one application for MSC status, thereby adding a library with several sharing branches rather than several libraries proper (nonsharing). She said OPI and the Library Commission would favor these types of consortial applications, and maybe consortial applications (or at least applications that include a certain number of patrons, titles, or geography) could be looked at preferentially for additions to the MSC.

- Consortial groups of schools would have to have inter-district agreements, but there are already inter-district agreements for other types of educational efforts (see map) so the groupings need not be generated from scratch, and some relationships between administrators exist.

- Some other boundary lines that could be used: counties, federations, administrative regions... The existing boundaries also provide marketing audiences for communication purposes.

Holly asked how do we get more school libraries involved in MSC? Cost? General discussion followed – contracts would need to be worked out, one library from a district would need to be the main library and the other school libraries would be the branches creating an inner district contracts.

Sarah found this all very interesting and will visit with Jenny –

Ken will need to visit with S/D about our existing contract. Not sure if the current contract would apply to this. . .

Honore mentioned the public libraries could bring on a school library as a branch, as the Missoula Public library has done with the Potomac School Library, which has been a huge success.

Holly will move forward by talking to school libraries to find out what they are doing to get the conversation started.

Sarah asked Ken to find any limitations with S/D: cost structure of a school library joining a public library.

Ken said he would need to check the current contract. . .

Diane stated they have Big Sky MPL branch at Big Sky High School and Seeley Swan MPL branch at Seeley High School. They operate independently of the High Schools and have specific collections and service hours so are not School/Community Libraries per se (as they do not have shared policies but you may want to confirm Seeley's policies with Ken). Each Public Library Branch operates under the MPL umbrella and has an inter-local agreement between the school district and MPL. Missoula County Public School operates as a group within a consortia as our major policies are standardized within the rank and file but we do not participate in the ILL program as the School/Community Partners do. Wondered what an inner-district consortia would look like? Setting everything up would require lots of staff time.

Sarah mentioned that this whole conversation points to the need for the membership to address governance in the future.

It was agreed that all school libraries coming in the MSC would need to agree to everything up front – circ rules mentioned. And it was mentioned if everything (circ rules/ cataloging) was stream lined first, the process would be much easier.

#### **Update on MSC Reorg- Amy:**

Reorganization still going on. Jemma working with individual libraries and schools – the response rate is slow but other are working very hard.

The item categories cleanup is important because of the way they are used as “facets” in Enterprise. Home location cleanup is speeding up.

89 Enterprise search profiles have been created; 38 public, 33 school, 12 special and 6 academic.

#### **Update on product implementations (Enterprise, Shoutbomb, MobileCirc, BLUEcloud stuff)- Ken:**

MobileCirc is in general release but hard to tell how many are actually using it. Initial feedback is positive from those that are using it, especially its inventory module. BLUEcloud Analytics will eventually replace Directors Station. The Directors Server's Windows 2003 operating system will no longer be supported by Microsoft in July. It appears unlikely BLUEcloud Analytics will be fully functional by that time as an adequate replacement. This has been a very frustrating project by SirsiDynix. Our current version of Web Services is two versions behind. The two latest versions have security issues and won't be installed until those issues are fixed. The current SirsiDynix roadmap indicates Symphony 3.5 will be released by the end of this quarter (March) but indications are that it will be later than that.

#### **MSC Staff schedule for next couple of months- Ken:**

Ken Amy and Jess will be in Billings this weekend

Mike will be on vacation Feb 10-24 and again Mar 21-Apr 6 (except while attending COSUGI). Mike and Amy will be in Portland for API Training and COSUGI Conference Mar 25-Apr 1. Ken, Amy and Jess will be in Portland for COSUGI Mar 29 to Apr 1. Ken will be on vacation Mar 14 to Mar 19. MSC Staff (except Mike) will be attending MLA in Bozeman Apr 8-11.

#### **Cataloging Committee Report:**

The CMC recommended a couple of changes be made to the MSC contract. Ken will propose additional changes for the Board to review at their next meeting, then have it reviewed by the State Library's legal team and the State Librarian before presenting it to the membership at the Spring meeting.

#### **Next meeting:**

Will be April 3<sup>rd</sup>, 2015 at 1:00 p.m.

